

PROCEDURES FOR SPECIAL USE PERMIT

The following procedures must be followed when applying for a special use permit:

1. The applicant must fill out a special use permit form to be reviewed by the Planning and Zoning Administrator. The applicant must submit a check made payable to the City of Manchester in the amount of three hundred dollars (\$300.00) to cover the expense of publication of a public hearing at the time the application is submitted. This is not refundable.
2. The applicant will be referred to the Planning and Zoning Commission. The Planning and Zoning Commission meets on the second and fourth Mondays of every month at the City Hall at 7:00 p.m. The agenda for these meetings closes at 4:30 PM twenty (20) days in advance of the meeting.
3. The Planning and Zoning Commission will investigate and report as to the effect of the special use upon traffic and fire hazards, the character of the neighborhood and the general welfare of the community. Whenever the Commission considers an application for a special use permit for a parcel of property, notice of such application shall be given, by letter, to all property owners within one hundred eighty-five (185) feet distant from the parcel being considered for a special use permit. The names of such owners shall be provided to the Commission by the applicant. The Commission may also require a traffic analysis and/or projected sales volume analysis to assist in evaluating the application.
4. The Commission shall make a recommendation to the Board of Aldermen within 90 days from the first presentation to the Commission. If the Commission should have an adverse report, the Commission shall forward to the Board of Aldermen its separate written report stating the reasons for its recommended denial of the application for the special use permit.
5. Upon receipt of a report and a recommendation of the Commission, the Board of Aldermen shall set a public hearing on the request for special use. The Board shall give notice of the time and place for the hearing and have a notice thereof to be published at least one (1) time in a newspaper printed, published or of general circulation in the City of Manchester. The publication of said notice shall be at least fifteen (15) days prior to the date of the hearing. Normally, the hearing will take place a minimum of one month after the meeting at which the Board sets the hearing.

*The Board of Aldermen meet on the first and third Mondays of every month at the City Hall at 7:30 p.m. The agenda for these meetings closes at 12:00 noon the Wednesday prior to the meeting.

*Where a special use of a commercial district is proposed adjacent to residential property, notice by letter shall be given to all other property owners within 185' distance from the parcel being considered for the special use permit by the City. The applicant for the

special use permit shall supply the City the names and addresses of all persons to receive the notices.

6. After the Public Hearing, the special use permit will be taken under advisement by the Board of Aldermen. They will review the proposed use in relation to the Master Plan and principles of land use and traffic planning and shall determine whether such building or use will:

- A. Substantially increase the traffic hazards or congestion.
- B. Adversely affect the character of the neighborhood.
- C. Adversely affect the general welfare of the community.
- D. Overtax the public utilities.
- E. Adversely affect public safety and health, including substantially increasing fire hazards.

7. At a time when the Board of Aldermen feel they have had enough input to make the above determinations, they will either enact an ordinance or turn down the request.

8. It normally takes a minimum of 60 to 90 days from the application's first being received by the City for final action by the Board of Aldermen.

9. It would be helpful to have any plats, proposed elevations, drawings, or any other information which would help the Planning and Zoning Commission or Board of Aldermen to clearly understand the proposed request, available for review upon request from the Commission and/or Board of Aldermen.

City of Manchester
Special Use Permit Procedures
Adopted 6/26/78
Revised 10/20/97